

**STATEMENT OF EXPENSES INCURRED FOR CITY OF MILWAUKEE**

LAST NAME, FIRST, MI	TITLE	EMPLOYEE NUMBER	VOUCHER NUMBER
EMPLOYEE'S ADDRESS			
ORGANIZATION	AUTHORITY	AUTHORIZED AMOUNT	
DESTINATIONS(S)	THE EXPENSES INCLUDED ON THIS FORM ARE FOR THE FOLLOWING ADDITIONAL PERSONS (LIST NAME AND TITLE)		
DATES			

Account	Fund	Dept ID	Program	Class
6 3 6 5 0 1				
Budget Ref	Project/Grant			

<p style="text-align: center;"><b>PURPOSE OF THE TRIP</b></p>	<p><b><u>EXPENSES SUBJECT TO PER DIEM</u></b></p> <p>1. MEALS, NOT PROVIDED IN REGISTRATION..... \$ _____</p> <p>2. TAXI OR OTHER LOCAL TRANSPORTATION COSTS..... \$ _____</p> <p>3. TELEPHONE OR FAX..... \$ _____</p> <p>4. OTHER (IF EXCEEDS 10% OF PER DIEM, ITEMIZE BELOW):</p> <p style="margin-left: 20px;">A. .... \$ _____</p> <p style="margin-left: 20px;">B. .... \$ _____</p> <p style="margin-left: 20px;">C. .... \$ _____</p> <p>5. A. TOTAL ACTUAL EXPENSES SUBJECT TO PER DIEM (TOTAL OF LINES 1 THRU 4-C)..... \$ <b>0.00</b></p> <p style="margin-left: 20px;">B. NUMBER OF DAYS IN ATTENDANCE PLUS ONE TIMES PER DIEUM RATE (IF APPLICABLE) ..... \$ _____</p>
<p style="text-align: center;"><b>EXPENSES ELIGIBLE FOR REIMBURSEMENT</b></p> <p><small>Under § 350-181 of the code of ordinances providing rules for the reimbursement of expenses for attendance at seminars and conventions and other city travel, generally the City shall pay the actual expense for registration, transportation (up to airline coach fare), hotel (up to single rate for the number of days in attendance but not to exceed five days), and other miscellaneous expenses but not to exceed an established per diem. See § 350-181 for the complete travel regulations and procedures.</small></p>	<p><b><u>TOTAL ELIGIBLE CITY EXPENSES</u></b></p> <p>6. PER DIEM EXPENSES CLAIMED (LESSER OF 5(A) OR 5(B) ..... \$ _____</p> <p>7. A. IF AUTO TRAVEL, ENTER NUMBER MILES DRIVEN FOR CITY BUSINESS _ _____</p> <p style="margin-left: 20px;">B. ALTERNATIVE TRANSPORTATION ( <input type="checkbox"/> )*</p> <p style="margin-left: 40px;">AIR <input type="checkbox"/> RAIL <input type="checkbox"/> _____ \$ _____</p> <p style="margin-left: 40px;">OTHER (DESCRIBE)_ _____ \$ _____</p> <p>8. LODGING*..... \$ _____</p> <p>9. REGISTRATION FEE* ..... \$ _____</p> <p>10. TOTAL CITY EXPENSES..... \$ _____</p>
<p style="text-align: center;"><b>EMPLOYEE CERTIFICATION</b></p> <p><small>I hereby certify that the expenses listed on this statement represent actual expenses incurred by me in conjunction with my duties and responsibilities. I further warrant these expenses have not been reimbursed to me by any other person or organization and request reimbursement in accordance with ordinance § 350-181.</small></p> <p style="text-align: center;">_____ SIGNATURE</p> <p style="text-align: center;">_____ DATE</p>	<p><b><u>LESS PREPAID EXPENSES BY CITY</u></b></p> <p>TRANSPORTATION..... \$( _____ )</p> <p>LODGING*..... \$( _____ )</p> <p>REGISTRATION FEE* ..... \$( _____ )</p> <p>OTHER ..... \$( _____ )</p> <p>TOTAL PREPAID EXPENSES ..... \$( _____ )</p> <p><b><u>LESS ADVANCES TAKEN</u></b></p> <p>TRAVEL ADVANCES ..... \$( _____ )</p>
<p style="text-align: center;"><b>VOUCHER NUMBER</b></p> <p>_____ →</p> <p>_____ →</p> <p>_____ →</p> <p>_____ →</p> <p>_____ →</p> <p style="text-align: right; margin-top: 20px;">→</p>	<p><b>TOTAL AMOUNT DUE FROM (TO) CITY..... \$ _____</b></p> <p style="text-align: center; font-size: small;">*RECEIPT ALWAYS REQUIRED</p>
<p><small>REPORT ALL EXPENSES REQUIRED TO CONDUCT TRAVEL. IF PREPAID, ITEMIZE AND DEDUCT TO ARRIVE AT AMOUNT DUE EMPLOYEE. LIST VOUCHER(S) PREVIOUSLY SUBMITTED FOR PREPAIDS ABOVE.</small></p>	

**INSTRUCTIONS for Completing CBP-211**  
**Statement of Expense Incurred for City of Milwaukee**

When completing this form:

1. Use the tab key to move from field to field.
2. Submit two copies of the statement of expenses to the Comptroller's Office with the approved and signed control group.
3. This is only a fill-in form; it does not calculate any totals.
4. Enter whole dollars and/or .xx cents where applicable (i.e. enter 40 for \$40.00 or enter 40.22 for \$40.22)
5. Employee number is PeopleSoft employee id and is 6 digits.
6. Voucher number is 8 digits.